



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2007-039

OPEN TO: All Interested Candidates

POSITION: Visa Assistant (NIV Anti-Fraud), LES-8; FP-6
(This position is budgeted for the Local
Compensation Plan)

OPENING DATE: April 23, 2007

CLOSING DATE: May 07, 2007

WORK HOURS: Full-time

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN
COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking an individual for the position of Visa Assistant (NIV Anti-Fraud) in the Consular Section/Non-Immigrant Visa Branch (CON/NIV), Chancery Annex Building.

BASIC FUNCTION OF POSITION

Investigates, checks and verifies veracity and authenticity of documents submitted in support of their visa application. Conducts background checks on individual cases or companies being represented and performs field investigations for manning agency accreditation applications. Liaises and checks records from various local government agencies and examine civil records personally and prepares investigative report. Refers complex cases to Fraud Prevention Unit and monitors progress. Maintains database and establishes contact with government and private individuals. Performs other duties as required in support of the NIV unit, including assisting in visa processing, correspondence, interpreting during visa interviews and special projects.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must possess a college degree in business, liberal arts, human resources, education, administration, management, criminology, law, law enforcement, and/or social science.
2. Must have at least five years administrative work experience dealing with external and internal customers both in person and visa telephone, three years of which must be in consular work.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must be thoroughly versed in all aspects of NIV processing and the socio-economic and political aspects of the different regions in the country. Must have a thorough knowledge of Philippine Government regulations/procedures/documents in order to check for fraud indicators. Must have excellent interpersonal skills.
5. Must have demonstrated ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail. Must be skilled in Microsoft office suite.
6. Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612) <http://manilasntsg/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
1201 Roxas Boulevard, Manila 1000

E-mail: mnlp@state.gov (please send as an MS Word attachment)
Fax: 522-4361 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main

Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 528-6300 x5169 or visit our website at <http://philippines.usembassy.gov>.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or dependent who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by

the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 07, 2007

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:GPNyhart
Cleared:CON/NIV - Mr. Joseph Tilghman
Drafted:HR:GNHeinrich/JSA/wel